

Attachment E3: Trip Information Memorandum

MEMORANDUM FOR: Clement Lewsey
 Acting Director
 NOS International Program Office

FROM: Daniel J. Basta
 Director
 National Marine Sanctuary Program

SUBJECT: [fill in trip or project purpose]

This memorandum is to provide notice to NOS's International Programs Office, and through them to NOAA International Affairs, about an upcoming international [trip/project] by staff from the National Marine Sanctuary Program (NMSP). Please note that this memo is in addition to travel orders, country clearance forms, defensive travel briefing acknowledgement forms, and all other paperwork that has been completed as required for this trip.

Overview of [Trip/Project]

[fill in a detailed description of the pertinent trip or project]

Background

[provide the background that has led to the trip, the initiation of a new project, or a major step in an existing project]

Benefits to NMSP, NOS and NOAA

[describe how the trip/project will help NMSP/NOS/NOAA – achieve strategic goals or objectives, build capacity, etc]

Next Steps

[describe the next steps in as much detail as possible]